



Volunteer Strategic Assistance and Fire Equipment APPLICANT CHECKLIST

The **V-SAFE** grant cycle opens **Oct. 17, 2022** for **60 days**.
Prepare by completing this checklist.

- ☐ **VERIFY** or **OBTAIN** your SC Procurement Vendor number
- ☐ **SET UP** Direct Deposit (recommended)
- ☐ **VERIFY** you have signed the Statewide Mutual Aid Agreement and it is up-to-date with SCEMD
- ☐ **UPDATE** your Fire Portal roster and **SUBMIT** required reports (previously obtained V-SAFE grant funding).

VERIFY or OBTAIN your SC Procurement Vendor Number

For the State of SC to send a check to your fire department, you must have an "approved" **SC Procurement Vendor Number**. To verify your department has a 10-digit number (starts with a "7"), search your department by using the "wildcard" method.

Visit: <https://webprod.cio.sc.gov/SCVendorSearch/vendorSearch.do>

NOTE: The "wildcard search" method is explained on the site.

To obtain a NEW Vendor Number, visit:

SC Division of Procurement Services website: <https://procurement.sc.gov/doing-biz/registration> or
Contact Barbara McAllister at 803-737-1959 or bmcallister@mmo.sc.gov

SET UP Direct Deposit

This is a quicker and more secure way for your department to receive awarded funds. Prior to enrolling in direct deposit, you must know your SC Procurement Vendor portal user ID/ password.

After you verify your Vendor Number, look for the "Doing Business With Us" section. Click on "Vendor registration" and then select "**Enroll in ACH Payments**."

Contact Barbara McAllister at 803-737-1959 or bmcallister@mmo.sc.gov

NOTE: If you **DO NOT** elect to receive funds electronically, a printed check will be sent via US Mail from "SC Dept of Labor, Licensing and Regulation (LLR)."

VERIFY Statewide Mutual Aid Agreement with SCEMD

Verify you have signed the Statewide Mutual Aid Agreement on file with the SC Emergency Management Division and that it is up-to-date.

Visit: <https://scemd.org/em-professionals/statewide-mutual-aid/>

NOTE: For specifics, click on the third bullet point (Signatories).

Questions or to update previously filed information, contact **Alexis Jones, SCEMD** at **803-737-8563**.

UPDATE Fire Portal Roster and SUBMIT Required V-SAFE Reports

To be eligible, your roster must consist of **more than 50 percent volunteer** staff and all information must be up-to-date. Also, if applicable, you must file any pending required V-SAFE reports.

Visit: <https://fire.llr.sc.gov/Portal/>

